

Site Identification Form

Line by Line Instructions


Small Quantity Generators Version

General Instructions

These instructions will help you complete your Site Identification Form (Site ID Form). Please read all instructions before completing this form.

- ✓ A RCRA Site ID number is assigned to a unique physical location and cannot be changed or moved to a new address.
- ✓ Review the information in Sections 3 through 9 to see if the information is true and correct.
- ✓ Make changes or additions on the form, if needed.
- ✓ In Section 10 check only the items that apply to your company.

Electronic reporters:

- ✓ Click the  button on each section of the form for information about that section.
- ✓ When you finish your Site ID Form, save it and validate it. If it is the only form you need to file, you can click - Submit Data on the Annual Report Form History Screen to send the Site ID Form to Ecology. If you have other forms to file, don't submit your data until all the forms are completed and validated.



Changes to the 2003 Annual Report Site ID Form:

- The new Site Identification Form is a combination of the previous Annual Report Verification Form and the previous Notification of Dangerous Waste Activities (Form 2).
- "Reporting Year" is new in the Reason for Submittal section.
- "Country" is new in the Company Mailing Address section.
- Type of Business: the type of business activity that takes place at this location.
- "Owner Type" is new in the Legal Owner and Land Owner sections.
- Site Operator is a new section.
- "Mode of Transportation" has been removed from the Transporter Activity section.
- Recycler of On-Site Waste is a new section.
- "Importer of Hazardous Waste" is new in the Type of Regulated Waste Activity section.
- The Treatment, Storage, Disposal or Recycling (TSDR) Facility section is simplified.
- "Destination Facility for Universal Waste" is new in the Type of Regulated Waste Activity section.
- Section 14 Electronic Submittals is new on the paper version of the forms.

Additional Instructions for Paper Reporters:

- ✓ Be sure to sign and date Section 13 in ink.
- ✓ (New) Check Section 14 if interested in electronic filing.
- ✓ Mail your Site ID Form with any additional forms if required.

This form is pre-printed with your current information. If you are a paper reporter change information or complete any missing information in the corresponding (b) section on the right. If you choose to file your report electronically you can enter changes to the form on-line. Go to <https://fortress.wa.gov/ecy/turbowaste> and follow the instructions to have Ecology help you set up your user account, request a PIN number, and establish your password.

1. Reason for Submittal

A Component of the Dangerous Waste Annual Report:

- ✓ Check "A component of the Dangerous Waste Annual Report"
- ✓ Leave Section 11 "Description of Hazardous Waste" blank
- ✓ Enter the year the report covers in YYYY format, for example "2003"

Revised: To update information previously submitted for this RCRA Site ID number.

- ✓ Enter the date these revisions became effective
- ✓ Complete the entire form
- ✓ Use Section 12 "Comments" for explanations of the revised sections
- ✓ Ecology will confirm revised site identifications by mail in two to three weeks

If your facility location changes send two Site Identification Forms:

Fill out a blank Site ID form and check "New Notification" on the first form to request a RCRA Site ID number for the new location if it will generate regulated amounts of waste (complete the attached Order form or go to our website at <http://www.ecy.wa.gov/programs/hwtr/reportingrequirements.html>).

- ✓ Check "Withdraw" on the second form to inactivate the RCRA Site ID number for your old location.

Withdraw: When you have discontinued regulated dangerous waste activities at this site or if you are no longer in business or no longer occupy the site.

- ✓ Also check "To Withdraw Site Identification Number"
- ✓ Enter the date your dangerous waste activities stopped as the effective date
- ✓ Complete Section 2 "RCRA Site ID Number" through Section 9 "Forms Contact".

The RCRA Site ID number withdrawal will be approved by Ecology after the following three conditions are met:

1. All regulated waste generating or management activities have ceased at this site, and

2. All regulated wastes have been removed from the site under proper manifests (In the case of TSDR facilities operating under interim or final permit status, Closure must be completed pursuant to Chapter 173-303 610 WAC), and

3. All dangerous waste annual reporting requirements have been completed. By checking the “component” on the Annual Report box on this form you will meet the reporting requirements for the current reporting year. Note that previous years Dangerous Waste Annual reports must also be submitted.

2. RCRA Site ID Number

This is pre-printed for you on your form.

3. Site Location Information

The site location address cannot be changed unless addresses or streets are re-numbered or re-named by your local government.



Country: Indicate the country in which your site is located.

NAICS Code: Verify the pre-printed NAICS code is still correct. Refer to the NAICS codes in the *Appendix Section* of the Dangerous Waste Annual Report guidance or visit <http://www.census.gov/epcd/naics02/index.html> for more information.



Type of Business: Please provide a brief description of the type of business activity that takes place at this location. For example, "Gas station with store".

4. Company Mailing Address

Verify the mailing address of your company is still correct.

5. Legal Owner

The name, address, and telephone number of the legal owner, company, or corporation of this business.



- Owner Since: If the ownership changed during the reporting year, include the date that this party took ownership.



- Owner Type: Mark the appropriate box that best describes the legal status of the owner of this business. If you choose “Other”, please specify the owner type in Section 12 (Comments).

6. Land Owner

The name, address, and telephone number of the owner that owns the property the business is located on.



- Owner Type: Mark the appropriate box that best describes the legal status of the land on which the business is located. If you choose "Other", please specify the owner type in Section 12 (Comments).

7. Site Operator



Please provide the name, mailing address and telephone number of the Site Operator.

- Operator Type: Mark the appropriate box that best describes the legal status of the operator of this business. If you choose "Other", please specify the operator type in Section 12 (Comments).

8. Site Contact

The name, mailing address, telephone number and E-mail address of the contact person for site visit related questions.

9. Form Contact

The name, mailing address, telephone number, and E-mail address of an authorized person within your company. This individual may be contacted regarding information submitted and Ecology will mail this form and annual reports to this contact person.

10. Types of Regulated Waste Activity

Which parts of this section should be filled out?

It depends upon your waste activities and the **"Reason for Submittal"** you checked in Section 1. Other than the Generator Status and Frequency questions, most of these activities do not apply to facilities that only generate dangerous waste.

- If you checked **"Revised"** indicate your actual generator status and frequency. You can estimate if your waste has not been designated. Check other boxes **ONLY** if they apply to your waste activities.
- If you checked **"A Component of the Dangerous Waste Annual Report"** - Indicate your actual generator status and frequency for the reporting year. Check other boxes **ONLY** if they applied to your waste activities for the reporting year.
- If you checked **"Withdraw"** - DO NOT fill out this section.

If you need more information on "Waste Activities" refer to the full Dangerous Waste Annual Report guidance "*Dangerous Waste Annual Report 2003 Forms, Instructions, and Guidance*" by going to our website at: <http://www.ecy.wa.gov/pubs.shtm>, or you may call Ecology at 1-800-874-2022 (within state), or (360) 407-6170 to request a copy of the guidance.

10-A. Hazardous Waste Activities

10-A-1. Generator of Hazardous Waste

If you generate and/or accumulate a dangerous waste that is regulated by Chapter 173-303 WAC, you must mark check one of the following boxes:

a. LQG: Large Quantity Generator:

Monthly waste generation and/or accumulation is 2,200 pounds or more of Dangerous Waste, or 2.2 pounds or more of WT01 Extremely Hazardous Waste.

b. MQG: Medium Quantity Generator:

Monthly waste generation is 220 pounds or more, but less than 2,200 pounds, of Dangerous Waste. An MQG's accumulation (at any time) is not more than 2,200 pounds for waste with a QEL of 220 pounds, or 2.2 pounds for waste with QEL of 2.2 pounds.

c. SQG (Small Quantity Generator):

Monthly waste generation is less than the quantity exclusion limit (QEL) (220 pounds for most common wastes or 2.2 pounds for WT01 Extremely Hazardous Wastes) and whose accumulation (at any time) is not more than 2,200 pounds for waste with a QEL of 220 pounds, or 2.2 pounds for waste with QEL of 2.2 pounds.

d. XQG (No Regulated Waste Generated):

Dangerous waste was not generated during the reporting year, but the site's RCRA Site ID number remained active.

10-A-2 Frequency of Generation

Check the box that best describes the frequency of your generation:

- a. **Monthly:** Generate waste at least once each month
- b. **Batch:** Generate waste less frequently than once a month
- c. **One-time only:** Waste disposal is a one-time only occurrence

10-A-3. Transporter of Hazardous Waste

Transporters are those who physically move waste off-site from one site to another by air, rail, highway, or water. If you transport dangerous waste, check the appropriate box to indicate what your site does:

- a. Transport own waste
- b. Transport for commercial purposes

Mark both boxes if both classifications apply. To register as a transfer facility, mark Section 10.A.5.

The Federal Highway Administration at (360) 753-9875 has US Department of Transportation (USDOT) information. Call the Washington Utilities and Transportation Commission (WUTC) at (360) 753-6423 for motor carrier safety regulations,



10-A-4. Recycler of On-Site Waste

This section refers to two types of on-site recycling of your own waste:

- Immediate recycling without prior accumulation. The waste must be

"hard-piped". You must **notify** for this activity but **do not need count** the amounts toward your generator status and **do not report** it.

- On-site recycling with prior accumulation means you accumulate the waste before it is recycled. You must **notify** for this activity and **count** the amounts toward your generator status **and report** it.

10-A-5. Transfer Facility of Hazardous Waste

"Transfer facility" means any transportation related facility including loading docks, parking areas, storage areas, buildings, piers, and other similar areas where shipments of dangerous waste are held, consolidated, or transferred within a period of ten days or less during the normal course of transportation.

10-A-6. Permit-by-Rule (PBR)

Permit-By Rule types of facilities, activities, and conditions are listed and fully described in WAC 173-303-802.

10-A-7. Treatment-by-Generator (TBG)

If you are a generator treating your own waste on-site, in accumulation tanks or containers per the standards established by Technical Information Memorandum (TIM) 96-412 , *Treatment by Generator*, mark this box. You can read or print it from the Internet at <http://www.ecy.wa.gov/biblio/96412.html> or you can call Ecology at 1-800-874-2022 (within state) or (360) 407-6170 to ask for a copy by mail.

10-A-8. Mixed Radioactive

A radioactive source, special nuclear, or by-product material waste, subject to the Atomic Energy Act of 1954 (42 U.S.C. 2011 et seq.), which is mixed with a non-radioactive dangerous waste. This waste is regulated under dangerous waste regulations as well as the Nuclear Regulatory Act and must be reported on dangerous waste forms.



10-A-9. Importer of Hazardous Waste

An importer brings dangerous waste regulated in Washington State in from a foreign country. The waste may not be regulated in the country of origin, but must be designated for Dangerous Waste Status when imported.

DO NOT check this box if you import waste from another state.

10-A-10. Treatment, Storage, Disposal or Recycling (TSDR) Facility

A Treatment, Storage, Disposal, or Recycling facility:

- has received a permit (or interim status) in accordance with the requirements of the Department of Ecology
- has received a permit (or interim status) from another state authorized in accordance with EPA regulation 40 CFR Part 271
- has received a permit (or interim status from EPA in accordance with 40 CFR Part 270)

- or is regulated under WAC 173-303-120 (4)(c) or 173-303-525 when the dangerous waste is to be recycled

10-A-11. 24-Hour Recycler of Off-Site Waste

If you commercially receive and immediately (within a 24-hour period) recycle wastes generated off-site, mark this box.

10-A-12. Dangerous Waste Fuel Activity

If you generate, market (sell), blend, or burn dangerous waste fuel, check the appropriate box or boxes to indicate your waste fuel activities:

"Dangerous waste fuel" - Dangerous Waste Fuel is any dangerous waste or any fuel that contains dangerous waste which is burned for energy recovery in a boiler or industrial furnace, as long as the boiler or industrial furnace is not regulated as a hazardous waste incinerator.



Used Oil Fuels are not Dangerous Waste Fuels. See Section 10 C.

"Generator of fuel" - Person, by site, whose act or process produces dangerous waste fuel or whose act first causes a dangerous waste fuel to become subject to regulation.

"Generator who markets to a burner" - Persons who send their waste fuel directly to a burner.

"Other marketers" are:

- "Distributors" - Persons who distribute but do not process or blend dangerous waste fuel. Distributors may broker fuel by arranging for the final disposition of the fuel.
- "Blenders" - Persons who produce, process, or blend fuel from dangerous wastes.

If you burn dangerous waste fuel on-site, check the appropriate box to indicate the type(s) of combustion devices in which dangerous waste fuel is burned.

- "Utility boiler" - A boiler that is used to produce electricity, steam, or heated or cooled air for sale.
- "Industrial boiler" - A boiler located on the site of a facility that is engaged in a mechanical or chemical manufacturing process to transform substances into new products, including the component parts of products.
- "Industrial furnace" - Any of the following enclosed devices that are integral components of manufacturing processes and that use controlled flame combustion to recover materials or energy:
 - Cement kilns
 - Lime kilns
 - Aggregate kilns including asphalt kilns
 - Phosphate furnaces
 - Refining furnaces
 - Titanium dioxide chloride process oxidation reactors

- Methane-reforming furnaces
- Other devices as specified by Ecology

Deferrals/exemptions (in federal register only):

- "Smelter deferral" - You process hazardous waste in a smelting, melting, or refining furnace solely for metals recovery, as described in 40 CFR 266.100 (c), or to recover economically significant amounts of precious metals as described in 40CFR 266.100(f), or if you process hazardous wastes in a lead recovery furnace to recover lead, as described in 40 CFR 266.100(h).
- "Small quantity exemption" - You burn small quantities of hazardous waste in an on-site boiler or industrial furnace as described in 40 CFR 266.108.
- "Other" exemptions - List the exemption in the space provided.

10-B. Universal Waste Activities

"Universal waste" means any of the following dangerous wastes:

- Batteries as described in WAC 173-303-573(2);
- Thermostats as described in WAC 173-303-573(3); and
- Lamps as described in WAC 173-303-573(5).
- Refer to Ecology Publication # 98-407, *Universal Waste Rule for Batteries and Mercury-Containing Thermostats*. You can read or print it from the Internet at <http://www.ecy.wa.gov/biblio/98407.html>.
- Ecology Publication # 00-04-020, *Focus Sheet: Universal Waste Rule for Dangerous Waste Lamps* WAC 173-303-573. You can read or print it from the Internet at <http://www.ecy.wa.gov/biblio/0004020.html>.
- Dangerous Waste Regulations, WAC 173-303-573

10-B-1. Large Quantity Handler of Universal Waste

A "Large quantity handler of universal waste" accumulates 11,000 pounds or more total of universal waste (batteries, thermostats, and lamps calculated collectively) and/or who accumulates more than 2,200 pounds of lamps at any time.

This designation as a large quantity handler of universal waste is retained through the end of the calendar year in which 11,000 pounds or more total of universal waste and/or 2,200 pounds of lamps are accumulated.



10-B-2. Destination Facility for Universal Waste

"Destination facility for Universal Waste" - A facility that treats, disposes of, or recycles a particular category of universal waste as described in WAC 173-303-573 (9) (a), (b) and (c) and 173-303-573 (20) (a), (b) and (c).



A facility where universal waste is only accumulated is not a destination facility.



A small quantity handler of Universal waste batteries, thermostats, or and lamps is not a destination facility.

10-C. Used Oil Activities

"Used oil" - Any oil that has been refined from crude oil, or any synthetic oil, that has been used and as a result of such use is contaminated by physical or chemical impurities.

10-C-1. Off-Specification Used Oil Burner

Check the appropriate box or boxes to indicate the type(s) of combustion device(s) in which off-specification used oil fuel is burned, if you burn off-specification used oil fuel.

"Off-specification" - Used oil fuel that exceeds any specification level in the table found in the Dangerous Waste Regulations, WAC 173-303-515. Refer to "Off-specification used oil fuel" in the Definitions Section of this guidance for more information.

"Utility boiler" - A boiler that is used to produce electricity, steam, or heated or cooled air for sale.

"Industrial boiler" - A boiler located on the site of a facility that is engaged in a mechanical or chemical manufacturing process to transform substances into new products, including the component parts of products.

"Industrial furnace" - Any of the following enclosed devices that are integral components of manufacturing processes and that use controlled flame combustion to recover materials or energy:

- Cement kilns
- Lime kilns
- Aggregate kilns including asphalt kilns
- Phosphate furnaces
- Refining furnaces
- Titanium dioxide chloride process oxidation reactors
- Methane-reforming furnaces
- Other devices as specified by Ecology

10-C-2. Used Oil Transporter

Check the appropriate box or boxes indicating your used oil activities if you transport used oil and/or own/operate a used oil transfer facility.

"Transporter" - A person who transports used oil, any person who collects used oil from more than one generator and transports the collected oil, and owners and operators of used oil transfer facilities. Used oil transporters may consolidate or aggregate loads of used oil for purposes of transportation but, with the following exception, may not process used oil. Used oil transporters may conduct incidental used oil processing operations that occur in the normal course of used oil transportation, (e.g., settling and water separation), but that are not designed to produce (or make more amenable for production of) used oil derived products or used oil fuel.

"Transfer facility" - Any transportation related facility including loading docks, parking areas, storage areas and other areas where shipments of used oil are held for more than 24 hours during the normal course of transportation and not longer than 35 days. Transfer facilities that store used oil for more than 35 days are subject to regulation as Used Oil Processors or Re-refiners.

10-C-3. Used Oil Processor/Re-refiner

Check the appropriate box or boxes indicating your used oil activities if you process and/or re-refine used oil:

"Used oil processor/re-refiner" - A facility that processes used oil

"Process" - A site that processes on- or off-specification used oil. Processing is chemical or physical operations designed to produce from used oil, or to make used oil more amenable for production of, fuel oils, lubricants, or other used oil-derived product. Processing includes, but is not limited to: blending used oil with virgin petroleum products, blending used oils to meet the fuel specification, filtration, simple distillation, chemical or physical separation and re-refining.

"Re-refine" - To produce lubricating oils and greases, industrial fuel, asphalt extender, gasoline, and other products from on- or off-specification used oil.

10-C-4. Used Oil Fuel Marketer

Check the appropriate box if you are a Used Oil Fuel Marketer conducting either of the following activities:

- Check box "a" if you direct shipments of off-specification used oil from your site directly to an off-specification used oil burner.
- Check box "b" if you are the first to claim the used oil that will be burned for energy recovery meets the used oil specification established in WAC 173-303-515.



Used oil generators are not required to notify unless acting as a marketer.

11. Description of Hazardous Waste

11-A. Waste Codes for Federally Regulated Hazardous Wastes

- If you checked **"A Component of the Dangerous Waste Annual Report"** - **DO NOT fill out this section.**
- If you checked **"Revised"** - Enter any Federal waste codes that apply to your waste. If your waste has not been designated you may estimate your waste codes.
- If you checked **"Withdraw"** - **DO NOT fill out this section.**

Federally Regulated Hazardous Waste Codes:

- "P" or "U" -Listed Discarded Chemical, example- P065
- "F" or "K" Codes - Listed Sources, example- F003
- "D001", "D002", and "D003" - Ignitable, Corrosive and Reactive, and

Toxic (TCLP) Characteristic, example- D004

11-B. Waste Codes for State Regulated Dangerous Wastes

- If you checked "A Component of the Dangerous Waste Annual Report" - **DO NOT fill out this section.**
- If you checked "**Revised**" - Enter any Federal waste codes that apply to your waste. If your waste has not been designated you may estimate your waste codes.
- If you checked "**Withdraw**" - **DO NOT fill out this section.**

State Regulated Dangerous Waste Codes begin with "W", for example WT02

12. Comments

Enter information needed to complete or explain any information on the Form. Include a cross reference to the Section the comment applies to.

13. Certification (for Paper Filers only)

Sign the Site ID Form. Your form must be submitted to Ecology with the signature, in ink, of an authorized representative of your site.

An authorized representative is defined by the US EPA in the Code of Federal Regulations, 40 CFR 260.10 as the person responsible for the overall operation of a facility or an operational unit (i.e., part of a facility), e.g., the plant manager, superintendent or person of equivalent responsibility.

A contracted consultant does not qualify as an authorized representative of your facility in this context. Any forms that do not have a signature in the Certification Section will be returned.

14. Electronic Submittals (for Paper Filers only)

Check this box if you are interested in electronic filing of your Annual Dangerous Waste Report and Site Identification information over the internet. Ecology will mail a Personal Identification Number (PIN) and electronic filing instructions in a letter addressed to the Forms Contact in Section 9 on this form.